

New Jersey Department of Education
No Child Left Behind (NCLB)
Title I Comparability Report Form

Local educational agencies (*LEAs*) are required to submit a *Title I Comparability Report* as a condition of receiving Title I funds. The *Title I Comparability Report* is due by June 1, 2005. The form must be mailed to the following address:

The New Jersey State Department of Education
Application Control Center, P.O. Box 500
Trenton, NJ 08625-0500

The following information will assist *LEAs* in completing the *Title I Comparability Report* form and in documenting the effectiveness of efforts to meet assurances for Title I requirements for *Comparability of Services (Section 1120A (c))* and for allocating local funds between Title I schools and non-Title I schools.

Procedures and Records

Each *LEA* receiving Title I funds must develop procedures for compliance with the *Comparability of Services* requirement and maintain records that are updated annually documenting the district's compliance. The *LEA* must also maintain records to document its assurance that it has established and implemented a *LEA*-wide salary schedule and policies to ensure equivalence among schools in staffing and in the provision of curriculum materials and instructional supplies.

Note:

- *A Charter School is considered as a one building LEA*
- *Schoolwide programs are not exempt from Comparability requirements*

Instructions

Comparability Title Page:

LEA Name:	Enter the name of the <i>LEA</i> .
County:	Enter the county of the <i>LEA</i> .
LEA Code:	Enter the 2 digit county code followed by the 4 digit <i>LEA</i> code assigned.
Contact Person:	Enter the name, title, telephone number, fax number and e-mail address of the person completing this form.
CSA Signature:	Provide the signature of the Chief School Administrator or Charter School Lead Person.

Item 1:

Self Explanatory

Item 2:

Self Explanatory

Item 3:

Check *exclusions* which your *LEA* is utilizing. An *LEA* may exclude only those programs for

- Limited English Proficient Fulltime Equivalent (*FTE*) staff.
- Children with Disabilities (*excess costs- FTE*) approved by the NJDOE that meet the intent and purposes of Title I, Part A.

**An LEA may exclude approved programs only if it does so for all Title I and non-Title I schools in which the program operates.*

Comparability Report Form/Spreadsheet

Complete a separate spreadsheet for each grade span group being reported. Spreadsheets must be based on projections for the 2005-2006 school year.

(A). For districts in which all schools in a grade span are Title I schools continue with the ***Comparability Report – All Title I Schools*** spreadsheet.

(Or)

(B). For districts with a mixture of Title I and non Title I schools in a grade span continue with the ***Comparability Report – Mixed Schools*** spreadsheet.

(A). Comparability Report – All Title I Schools**Header Information**

- Enter the LEA name and *LEA code*.
- Enter the County name.

Grade Span Group Reporting Procedure

Grade Span Definitions:

- An elementary school is defined as any school that ends at grade 6 or below
- A middle school is any school that ends in the 7 through 9 grade range
- A high school is defined as any school that ends at grade 10 or above
- “Other” if your *LEA*’s grade spans do not fit the three categories listed

- Column 1:** Enter the School Code for each school in the grade span.
- Column 2:** Enter the School Name for each school in the grade span.
- Column 3:** Grade Span: List the range of grades in each building from lowest to highest.
- Column 4:** Total Pupils Enrolled: Enter the FTE (to the nearest tenth) student enrollment in each school. A half-day kindergarten child should be reported as a .5 FTE. Report all enrolled pupils regardless of program status. For example, include students receiving services for LEP and disabilities.

Use enrollments from the **October 15, 2004 ASSA Report, adjusted for projected September 2005 Student Enrollment.*

- Column 5:** FTE Staff: Enter the total FTE (to the nearest tenth) for all instructional staff assigned to each school building.

**Use staffing data from 2005-2006 district budgets.*

Definitions

- A full-time equivalent is defined as a person hired on a full-time basis for the entire school year.
- A person hired on a full-time basis for a portion of the school year should be entered as that percentage of a full-time equivalent.
- All other personnel should be apportioned accordingly. For example, a person hired on a full-time basis for 1/2 of the school year should be entered as .50 FTE; a person hired on a half-time basis for 1/2 of the school year should be entered as .25 FTE, etc.
- Staff assigned to more than one building should be prorated across building assignments.

**The LEA must EXCLUDE instructional staff funded under all federal programs (NCLB, IDEA, and Perkins). (This is staff paid from FUND 20, Special Revenue Fund).*

Note:

- *If the LEA utilized an EXCLUSION (Item 3 on the Title Page), the instructional staff funded by those programs may be excluded on an FTE basis. Data to support the exclusion must be on file in the LEA office and available to the NJDOE upon request.*
- *Instructional staff is defined as staff members who provide instruction to children or who assist or supervise those staff members who provide instruction. The term may include teachers, principals, consultants providing instructional services, supervisors of instruction, librarians, school nurses, and guidance and psychological personnel, school social workers. Also included are paraprofessionals and other instructional staff members providing services.*

- *LEAs should not include those personnel considered non- instructional staff such as attendance officers, bus drivers, home school visitors, and others who enforce compulsory attendance laws, analyze causes of nonattendance and bring together the home, school and community to solve individual student attendance.*

Column 6: This column is computed automatically by dividing Pupil Enrollment/ Staff FTE.

Column 7: If an “X” appears (It will appear automatically) contact the *Office of Grants Management* at 609-633-6974 for further instructions.

(B). Comparability Report – Mixed Schools

Header Information

- Enter the LEA name and *LEA code*.
- Enter the County name.

Grade Span Group Reporting Procedure

Grade Span Definitions:

- An elementary school is defined as any school that ends at grade 6 or below.
- A middle school is any school that ends in the 7 through 9 grade range.
- A high school is defined as any school that ends at grade 10 or above.
- “Other” if your *LEA*’s grade spans do not fit the three categories listed.

(1). Non-Title I Schools

Column 1: Enter the School Code for each school in the grade span.

Column 2: Enter the School Name for each school in the grade span.

Column 3: Grade Span: List the range of grades in each building from lowest to highest.

Column 4: Total Pupils Enrolled: Enter the FTE (to the nearest tenth) student enrollment in each school. A half-day kindergarten child should be reported as a .5 FTE. Report all enrolled pupils regardless of program status. For example, include students receiving services for LEP and disabilities.

Use enrollments from the **October 15, 2004 ASSA Report, adjusted for projected September 2005 Student Enrollment.*

Column 5: FTE Staff: Enter the total FTE (to the nearest tenth) for all instructional staff assigned to each school building.

**Use staffing data from 2005-2006 budgets.*

Definitions

- A full-time equivalent is defined as a person hired on a full-time basis for the entire school year.
- A person hired on a full-time basis for a portion of the school year should be entered as that percentage of a full-time equivalent.
- All other personnel should be apportioned accordingly. For example a person hired on a full-time basis for 1/2 of the school year should be entered as .50 FTE; a person hired on a half-time basis for 1/2 of the school year should be entered as .25 FTE, etc.
- Staff assigned to more than one building should be prorated across building assignments.

** The LEA must EXCLUDE instructional staff funded under all federal programs (NCLB, IDEA, and Perkins). (This is staff paid from FUND 20, Special Revenue Fund).*

Note:

- *If the LEA utilized an EXCLUSION (Item 3 on the Title Page), the instructional staff funded by those programs may be excluded on an FTE basis. Data to support the exclusion must be on file in the LEA office and available to the NJDOE upon request.*
- *Instructional staff is defined as staff members who provide instruction to children or who assist or supervise those staff members who provide instruction. The term may include teachers, principals, consultants providing instructional services, supervisors of instruction, librarians, school nurses, and guidance and psychological personnel, school social workers. Also included are paraprofessionals and other instructional staff members providing services*
- *LEAs should not include those personnel considered non- instructional staff such as attendance officers, bus drivers, home school visitors, school social workers and others who enforce compulsory attendance laws, analyze causes of nonattendance and bring together the home, school and community to solve individual student attendance.*

Column 6: This column is computed automatically by dividing Pupil Enrollment/ Staff FTE

Column 7: For Non Title I Schools this column will remain blank.

(2). Title I Schools

Column 1: Enter the School Code for each school in the grade span.

Column 2: Enter the School Name for each school in the grade span.

Column 3: Grade Span: List the range of grades in each building from lowest to highest.

Column 4: Total Pupils Enrolled: Enter the FTE (to the nearest tenth) student enrollment in each school. A half-day kindergarten child should be reported as a .5 FTE. Report all enrolled pupils regardless of program status. For example, include students receiving services for LEP and disabilities.

Use enrollments from the **October 15 2004 ASSA Report, adjusted for projected September 2005 Student Enrollment.*

Column 5: FTE Staff: Enter the total FTE (to the nearest tenth) for all instructional staff assigned to each school building.

**Use staffing data from 2005-2006 budgets.*

Definitions

- A full-time equivalent is defined as a person hired on a full-time basis for the entire school year.
- A person hired on a full-time basis for a portion of the school year should be entered as that percentage of a full-time equivalent.
- All other personnel should be apportioned accordingly. For example a person hired on a full-time basis for 1/2 of the school year should be entered as .50 FTE; a person hired on a half-time basis for 1/2 of the school year should be entered as .25 FTE, etc.
- Staff assigned to more than one building should be prorated across building assignments.

**The LEA must EXCLUDE instructional staff funded under all federal programs (NCLB, IDEA, and Perkins). (This is staff paid from FUND 20, Special Revenue Fund)*

Note:

- *If the LEA utilized an EXCLUSION (Item 3 on the Title Page), the instructional staff funded by those programs may be excluded on an FTE basis. Data to support the exclusion must be on file in the LEA office and available to the NJDOE upon request.*
- *Instructional staff is defined as staff members who provide instruction to children or who assist or supervise those staff members who provide instruction. The term may include teachers, principals, consultants providing instructional services, supervisors of instruction, librarians, school nurses, and guidance and psychological personnel, school social workers. Also included are paraprofessionals and other instructional staff members providing services*
- *LEAs should not include those personnel considered non- instructional staff such as attendance officers, bus drivers, home school visitors, school social workers and others who enforce compulsory attendance laws, analyze causes of nonattendance and bring together the home, school and community to solve individual student attendance.*

Column 6: This column is computed automatically by dividing Pupil Enrollment/ Staff FTE

Column 7: IF an “X” appears (It will appear automatically) Contact the Office of Grants Management at 609-633-6974 for further instructions.